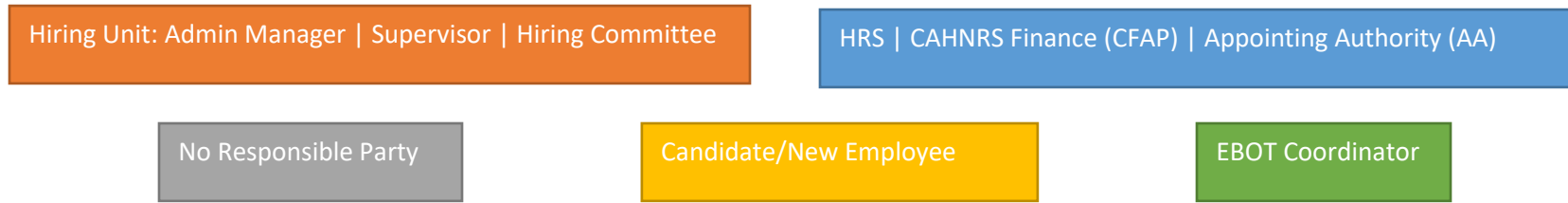
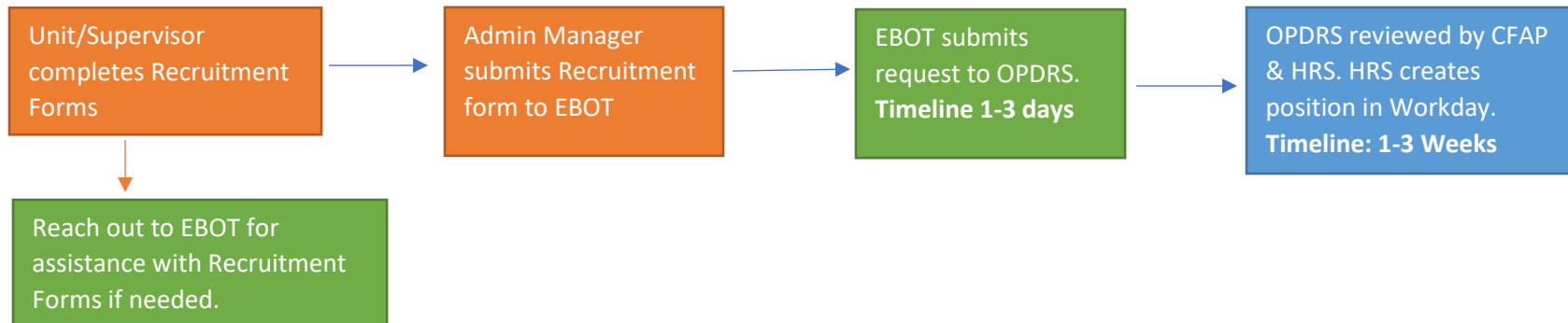


## Extension Business Operations Recruitment Flowchart – New Recruitment Administrative Professional & Civil Service

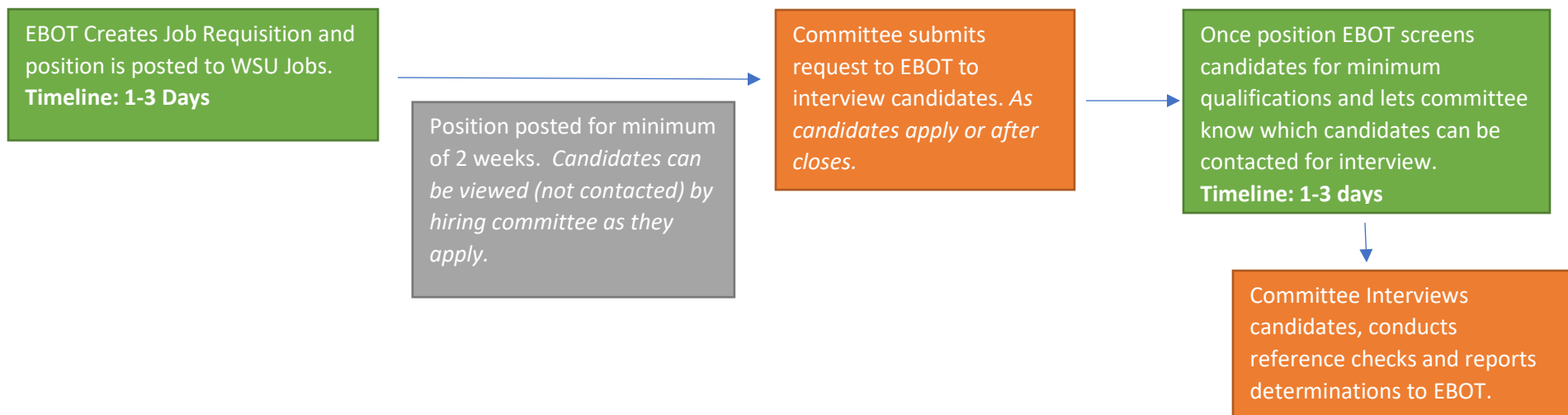
Responsible for action:



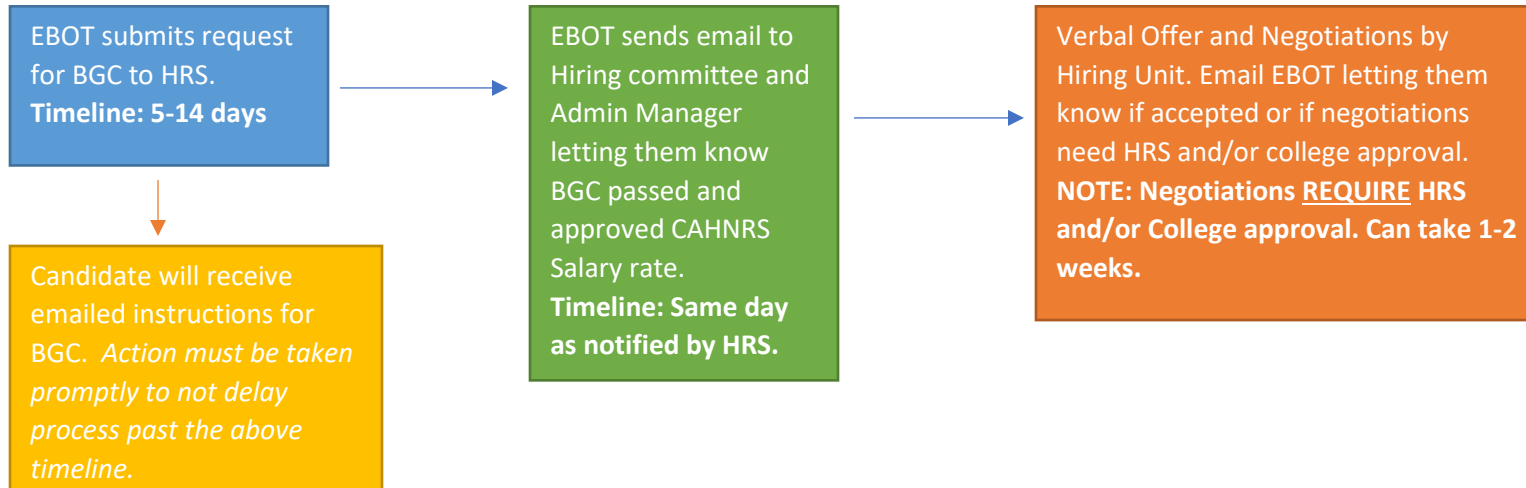
**Step 1: Develop Positions, Unit approval, College approval, and HRS approval.**



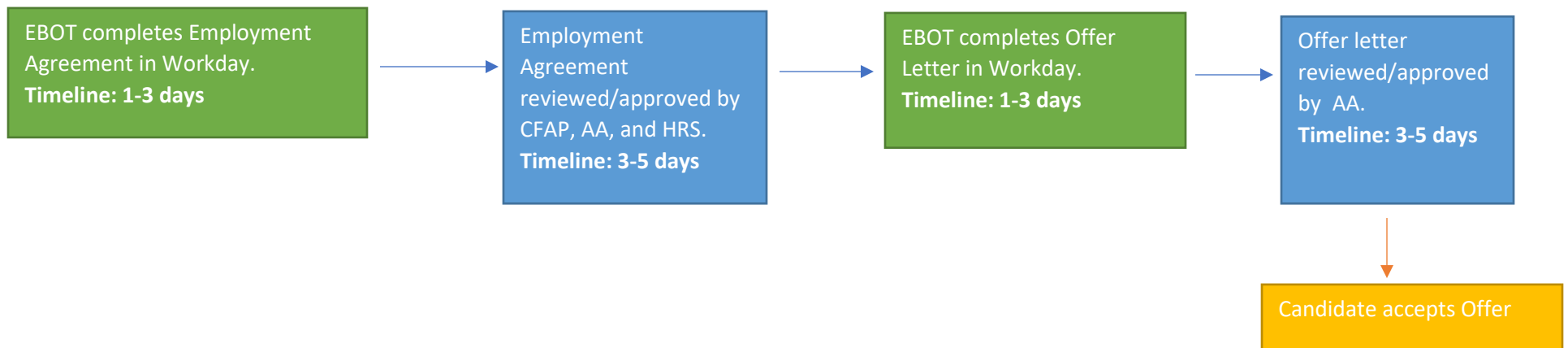
**Step 2: Job Requisition, Posting, Screening, and Interview.**



Step 3: Pre-Hire (Background Check, Verbal Offer, Negotiations)



Step 4: Hire (Employment Agreement and Offer Letter)



Step 5: Hire (System Set Up, I-9, Payment Elections, etc.)



**Congratulations your new hire is ready to work with WSU!**

Step 6: EBOT Final Steps

EBOT dispositions candidates and close job requisition.